



United States Fish & Wildlife Service

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Memorandum

From AD - Budg, Planning & Hum Res
Title New FWS Human Resource Officer

The Assistant Director – Budget, Planning and Human Resources would like to announce that Ms. Rita J. Blakeslee has been selected as the new Human Resource Officer for the U.S. Fish and Wildlife Service. She will join the Service in August 2004.

Currently, Rita is serving as the Classification and Resource Management Branch Chief, Civilian Personnel Division, HQs Air Combat Command (ACC), Langley AFB, VA. She is responsible for the classification and civilian resources management policies, program and objectives supporting 10,000 ACC civilian employees located worldwide, their commanders and supervisors, and the seventeen operating-level Civilian Personnel Flights in the command.

Rita, born in Chicago, Illinois, has been a Federal employee with the U.S. Air Force since June 1979. She earned her undergraduate degree in Law Enforcement\Political Science from Southern Illinois University, Carbondale, Illinois and a Masters in Public Administration from the University of Dayton, Dayton, Ohio in 1979.

Prior to coming to Langley AFB, Rita served as a branch chief in both the staffing and classification functions at the Air Force Regional Personnel Center in San Antonio, Texas from 1996-2001. Other assignments include the Deputy Civilian Personnel Officer at Scott AFB, Illinois; the Program Administrator for the Air Force Civilian Personnel Career Program at Randolph AFB, San Antonio, TX and the Program Administrator for the Air Force Logistics Command Senior Executive Service (SES) Program. Rita has also served two overseas tours, the first in the Civilian Personnel Flights at Torrejon AB, Spain and Ramstein AB, Germany from 1983-1986. She returned to Germany from 1993-1996 and worked as an Action Officer in the Civilian Personnel Division at HQs United States Air Force Europe (USAFE).

Ms. Blakeslee comes highly recommended. In addition to her overall level of expertise, Rita offers specific experience and knowledge needed by the Service and Department. She is well versed in appropriate and non-appropriated fund civilian personnel management programs, and has extensive experience in planning, developing, coordinating, evaluating and administering the civilian resource management program to include resource planning, programming and utilization. Accomplishment of full execution of staff resulted in full funding of her program for the next year. Rita has exhibited proficiency in hiring, training, and supervising professional, technical, and support staff at all levels. She is known for her encouragement of new ideas and

cultivation of a team atmosphere that attracts and retains quality people. Rita was instrumental in reducing the turnaround time in Personnel which afforded greater accountability to customers in major systemic changes. Some of the changes included the “standing-up and managing” of a regional staffing function which afforded the full range of staffing services to 15 separate Air Force installations; and the “standing-up and managing” of the first Air Force centralized classification function, providing the full range of classification services to 33 separate Air Force installations, crossing all major commands and servicing more than 11,000 employees across the United States, Europe, and the Pacific. Ms. Blakeslee is familiar with a diversified, stratified constellation of staff some of which included contract personnel. She is responsible for the development and maintenance of the Air Force Standard electronic core Personnel Document Library, which provided more than 700 electronic core personnel documents for use in filling positions. She has managed base closures and program evaluations, as well as emergency mobilization programs. Rita personally developed methods of measurement which provided a valid assessment of the success of several programs throughout the command. She has also served as the SES program manager for the command. With this myriad of experience and expertise, Rita will be a valuable asset to the Service family.

On a personal note, Rita is an outdoors enthusiast having twice visited the Amazon and once completed an Everest trek!

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.